



OKLAHOMA OFFICE OF WORKFORCE DEVELOPMENT

OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #01-2016

TO: Chief Local Elected Officials
Workforce Development Board Chairs
Workforce Development Board Staff
Workforce Development Fiscal Agents

FROM: Michael Widell, Deputy Secretary for Workforce Development

DATE: March 28, 2016

SUBJECT: Oklahoma Governor's Council for Workforce and Economic Development Policy Issuance Process

PURPOSE: The Secretary of Education and Workforce Development requests that the Governor's Council for Workforce and Economic Development (GCWED), consistent with its oversight role and the Oklahoma State University - Oklahoma City administrative entity role, provide a process whereby parties in the workforce development delivery system can have a voice in the issuances of policy and monitoring.

BACKGROUND: It is the intent of this policy to update the process as Oklahoma State University - Oklahoma City has been designated by the Governor as the administrative entity for the Workforce Innovation and Opportunity Act (WIOA).

AUTHORITY: U. S. Department of Labor (USDOL) and the Workforce Innovation and Opportunity Act provide that the Governor of the state, as the grant recipient, designate an official administrative entity for the purpose of developing and issuing policy. It is the practice of USDOL not to dictate this process and that states issue policy under this authority. Roles and responsibilities for WIOA State and Local Governance:

(a) Local areas should establish policies, interpretations, guidelines and definitions to implement provisions of Title I of WIOA to the extent that such policies, interpretations, guidelines and definitions are not inconsistent with the Act and the regulations issued under the Act, Federal statutes and regulations governing One-Stop partner programs, and with State policies.

(b) States should establish policies, interpretations, guidelines and definitions to implement provisions of Title I of WIOA to the extent that such policies, interpretations, guidelines and definitions are not inconsistent with the Act and the regulations issued under the Act, as well as Federal statutes and regulations governing One-Stop partner programs.



MESSAGE:

Oklahoma GCWED Policy Issuance Process

All policies issued by Oklahoma State University - Oklahoma City, Oklahoma Office of Workforce Development (herein referred to as Oklahoma Workforce Development Issuance or OWDI) to local Workforce Development Boards will use the following process:

(a) Category 1 Policies include mandatory issuances from USDOL, Opinions from the Oklahoma Attorney General, or new and/or amended Oklahoma Statutes. These policies do not allow for state or local interpretation and are to be released immediately.

(b) Category 2 Policies include those policies that are subject to state development and interpretation. Category 2 policies will be developed and issued by the Oklahoma Office of Workforce Development using the following guidelines:

- Policies will be developed by Oklahoma Office of Workforce Development in consultation with subject matter expert workgroups as determined necessary. Subject matter experts may be drawn from local workforce development boards, service providers, workforce development partners and stakeholders as appropriate. If the policy is of a current integration nature, all program experts will be involved in the development workgroup.
- The Office of Workforce Development will send all Category 2 policies to the Workforce System Oversight Committee (WSOC) of the GCWED for review and comment prior to general release. The WSOC shall have three business days to submit comments to the Office of Workforce Development.
- After comments from the WSOC have been resolved or three business days have passed with no comments, the OWDI shall be issued to the local Workforce Development Boards.

(c) Appeal of a Category 2 policy.

- If a majority (51%) of local Workforce Development Boards disagree with any Category 2 policy, they may submit a request in writing for a policy review within thirty (30) calendar days of issuance of the OWDI.
- A review team of the GCWED will be assembled for such a review within thirty (30) calendar days of the receipt of the appeal. The review team will consist of at least the following representatives. Others may be added as determined necessary.

A representative of a local WDB

A representative of the Governor's Council that is a business representative

A representative of a Local Elected Official

A representative of a workforce development partner

If any member of the review committee has any connection to the issue under review, the member is to disclose the conflict to other members of the review committee and withdraw from the review. A replacement member shall be selected in the same manner as the withdrawn member was selected.

The above committee shall consider the reviewed OWDI and the objections to said policy. In connection with such consideration, the committee may seek additional input from local areas or other stakeholders as deemed necessary. The committee shall vote to either approve or disapprove the OWDI. The vote is to be by simple majority. There is no appeal from the decision of the committee. The committee may, but is not required to, release comments concerning the proposed OWDI.

ACTION REQUIRED: This OWDI is to become a part of the permanent records of all local Workforce Development Boards and shared with all appropriate staff.

RESCISSIONS: This policy rescinds OWDI #02-2013 Policy Issuance Process.

INQUIRIES: All inquiries regarding the process involved in this policy should be directed to Michael Widell, Deputy Secretary for Workforce Development or Jeane Burruss, Workforce System Coordinator, Oklahoma Office of Workforce Development, jeane.burruss@osuokc.edu.